



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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To Councillors:

Barbara Bailey; John Bailey; Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; Gemma Gotts; Gavin Heathcote; Samantha Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson; Claire Parfitt; Jonathan Rich (Vice-Chair); Les Sprake; Kathy Thomas (Chair).

You are hereby summoned to attend the Full Council meeting of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 15th October 2019 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

AGENDA

Meeting of the Full Council

7.00pm

Public Session - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general**. Please be aware that if matters are raised not related to this agenda they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason.

Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

To receive information, if any, which ward councillors may wish to bring to the Parish Council's attention on any below-listed agenda items.

****PLEASE ENSURE THAT MOBILE TELEPHONES ARE SET TO 'SILENT' MODE IN THE COUNCIL CHAMBER****

Please be aware that Parish Council meetings may be recorded, subject to the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made.

A representative from Peasedown Youth Partnership will be in attendance to answer questions that have been previously submitted regarding their proposals for youth work provision in the village and their formal application to the Parish Council for funding.

C141 – 15/10/2019	Apologies for Absence	2 min
To receive and approve, if necessary, any apologies for absence. To include an update on councillor absenteeism.		7.12pm

C142 – 15/10/2019	Declarations of Interest To receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer. Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.	2 min 7.14pm
C143 – 15/10/2019	Minutes To consider and approve the minutes of the Full Council meeting held on 10 th September 2019.	2 min 7.16pm
C144 – 15/10/2019	Update on Planner To receive update and review the Actions Register saved on Microsoft Planner. To be undertaken directly by councillors accessing online via electronic devices.	5 min 7.21pm
C145 – 15/10/2019	Items for Urgent Report Items which, in the opinion of the Chair, should be reported on as a matter of urgency.	2 min 7.23pm
C146 – 15/10/2019	Chair's Report To receive a verbal report from the Chair.	2 min 7.25pm
C147 – 15/10/2019	Youth Hub & Youth Work Provision To review information received regarding the work undertaken by St John's Church regarding the Youth Hub and to provide youth work provision in the village. Also, to consider the earmarked donation of £5,000 for Peasedown Youth Partnership following the resolution at the Full Council meeting in April (minute C369 – 16/04/2019 refers).	10 min 7.35pm
C148 – 15/10/2019	Outside Bodies i. To receive an update on any forthcoming meetings or feedback from meetings attended since the last Full Council meeting. ii. To receive an update on the B&NES Ward Councillors' Empowerment Fund including clarification on the criteria for projects. iii. To receive Police updates. The date of the next Police Beat Surgery is Wednesday 23 rd October 2019 from 10:00am to 10:30am the Circle Hospital Café, Foxcote Avenue, Peasedown St John.	3 min 7.38pm
C149 – 15/10/2019	Invitations and Representations i. To review any invitations requesting representation from the Parish Council and determine attendance. ii. To receive a verbal report on any events attended since the last meeting.	2 min 7.40pm
C150 – 15/10/2019	Memorials and Grave Digging at Ashgrove Cemetery i. To consider requests for new/amended memorials at Ashgrove Cemetery. ii. To consider the following motions: a. <i>To resolve that all Full Burials at Ashgrove Cemetery must be undertaken by a grave digger approved by the Parish Council and must conform to the Parish Council's standards (as detailed in the Interment & Memorial Policy).</i> b. <i>To resolve that Patrick Beck Limited is a Parish Council approved grave digger until further notice.</i> <i>Proposed by: Cllr. Claire Parfitt</i> <i>Secoded by: Cllr. Kathy Thomas</i>	3 min 7.43pm
C151 – 15/10/2019	Advisory Panel Updates A. To receive updates and consider recommendations from the following Advisory Panels which have met since the last Full Council meeting: i. Clerk Liaison Panel – Meeting held on 3 rd October 2019. ii. Executive Committee Advisory Panel – Meeting held on 1 st October 2019. iii. Finance & Amenities Advisory Panel – Meeting held on 24 th September 2019. iv. Persimmon Land Transfer Advisory Panel – Meeting held on 1 st October 2019. B. To receive updates on the forthcoming meetings for the following Advisory Panels and to consider additional membership from those councillors not in attendance at the last Full Council meeting: i. Christmas Lights Advisory Panel – Meeting date to be confirmed. ii. Council Structure Review Advisory – Meeting scheduled for Tuesday 22 nd October 2019 at 6pm at Beacon Hall.	5 min 7.48pm

<p>iii. Digital Transformation Strategy Advisory Panel – Meeting scheduled for Tuesday 19th November 2019 at 8.00pm at Beacon Hall.</p> <p>iv. Operation London Bridge Advisory Panel - Meeting scheduled for Tuesday 19th November 2019 at 6.30pm at Beacon Hall.</p>	
<p>C152 – 15/10/2019 Policies & Strategic Documents</p> <p>To consider recommendations from the Executive Committee Advisory Panel and the Personnel Committee following the review of policies at their meetings and to determine the following new and amended policies for adoption:</p> <ul style="list-style-type: none"> ➤ Anti-Bribery, Gifts & Hospitality Policy ➤ Council Standards Document ➤ Equality Policy ➤ Staff Appraisal Policy & Document ➤ Document Retention and Disposal Policy. 	<p>5 min 7.53pm</p>
<p>C153 – 15/10/2019 Financial Matters</p> <p>i. To review and approve the schedule of payments and ratify those already made in relation to the accounts for year ending 31st March 2020.</p> <p>ii. To receive update on financial spend against budget for the second quarter of the 2019/20 financial year, in accordance with Standing Order 17c.</p> <p>iii. To receive a copy of the 2018/19 externally audited accounts and to acknowledge the Conclusion of Audit.</p> <p>iv. To receive a report on General and Ear Marked Reserves and Committed Expenditure and make any associated decisions.</p> <p>v. To consider the following motion [raised at the Finance & Amenities Committee]:</p> <ul style="list-style-type: none"> a. <i>To resolve to transfer funds from '3100 – General Reserve' as follows:</i> <ul style="list-style-type: none"> i. £8,000 to '3117 – Recreation Ground Footpath Extension'; ii. £1,000 to '3118 – Beacon Field Picnic Area & Seating'; iii. £5,000 to '3108 – Street Lighting Upgrade to LED' <p><i>And that the remaining balance of the General Reserve be an emergency buffer and for 2020/21 projects.</i></p> <p><i>Proposed by: Cllr. Andy Larcombe</i></p> <p><i>Seconded by: Cllr. Jo Davis</i></p> <p>vi. To consider the following recommendation [raised at the Finance & Amenities Committee]:</p> <ul style="list-style-type: none"> a. <i>To recommend to Full Council that £1,723.00 is returned to 'General Reserves' from 'Committed Expenditure' for projects which are now complete. The breakdown is as follows: Underspend of £220.00 for GDPR Audit; £1,285.00 for New Goal Posts; £245.00 for the Harrow & Spike of the Football Pitch and Overspend of £26.26 on the New Waste Bins; £0.74 on the New Boot Scraper.</i> 	<p>6 min 7.59pm</p>
<p>C154 – 15/10/2019 Resolution Relating to Six Month Rule</p> <p>To pass a resolution that in accordance with Standing Order 10a.xv, Standing Order 7a and 7b (six-month rule) is temporarily suspended, to allow the following items to be discussed:</p>	<p>1 min 8.00pm</p>
<p>C155 – 15/10/2019 Extension of Recreation Ground Pathway</p> <p>To receive a report on the extension of the Recreation Ground pathway to link up to the pedestrian entrance on Whitebrook Lane. To consider the quotations and make a decision on which contractor to award the project or otherwise.</p>	<p>5 min 8.05pm</p>
<p>C156 – 15/10/2019 Resolution to Reinstate Six Month Rule</p> <p>To pass a resolution to reinstate Standing Order 7a and 7b.</p>	<p>1 min 8.06pm</p>
<p>C157 – 15/10/2019 Planning Related Matters</p> <p>A. To decide on the Parish Council's official response regarding the following planning applications (to include consideration of any feedback on the applications from members):</p> <ul style="list-style-type: none"> i. Ref. 19/03873/FUL - 4 Pippin Close, Peasedown St. John, Bath, BA2 8SP - Replacement of shed roof to a Dutch style barn roof (retrospective) - Mr Robert Holmes. ii. Ref. 19/04274/FUL - 60 Eckweek Road, Peasedown St. John, Bath, BA2 8EJ - Erection of garage and conservatory - Mr & Mrs Peter Leray. <p>B. To receive a report on the following:</p> <ul style="list-style-type: none"> i. Planning decisions issued by B&NES Council. ii. Planning enforcement matters. 	<p>6 min 8.12pm</p>

iii. Planning applications not invited to comment / appeals / pending applications / applications from neighbouring parishes.	
C158 – 15/10/2019 Order of Known Business Document To review progress on the Order of Known Business for the 2019-20 council year.	2 min 8.14pm
C159 – 15/10/2019 Asset Register & Identification i. To receive the updated Asset Register and Inventory; to review the revised document and adopt accordingly. ii. To consider proposals for identification signage for outside assets and to determine design and supplier.	8 min 8.22pm
C160 – 15/10/2019 Risk Register To receive the updated Risk Register; to review the revised document and adopt accordingly.	5 min 8.27pm
The meeting will be adjourned for a 10-minute comfort break.	
C161 – 15/10/2019 Bench Seating and Dog Area on Beacon Field To receive a presentation on proposals to improve and increase seating on Beacon Field also to create a specific dog exercise area. To consider recommendations from Cllrs. Davis, Parfitt and Thomas on how to proceed.	10 min 8.47pm
C162 – 15/10/2019 Remembrance Day Event To review the suggested programme for the secular Remembrance Day Event to be held on Sunday 10 th November 2019 at Beacon Hall and to make any related amendments and decisions.	5 min 8.52pm
C163 – 15/10/2019 Street Lighting Upgrade To receive update regarding the upgrading of the Parish Council street lighting to LEDs and to receive, if available, quotations for the upgrading of the remaining lights in order to make a decision at a future meeting. To also receive update regarding maintenance contract and charges and make any associated decisions if necessary.	5 min 8.57pm
C164 – 15/10/2019 Persimmon Land Transfer To receive update regarding the Persimmon land transfer to the Parish Council and to consider draft letter regarding the second phase of additional parcels of land identified by Persimmon for transfer and make any associated decisions.	10 min 9.07pm
C165 – 15/10/2019 Proposals for a Charging Clean Air Zone for Bath To receive update on B&NES Council's final plans and proposals for a Charging Clean Air Zone for Bath and to determine a formal response from Peasedown St John Parish Council regarding this consultation.	5 min 9.12pm
C166 – 15/10/2019 Future Project List To review the list of suggestions for future projects with a final opportunity to add items for inclusion before obtaining the relevant information and costings ready for consideration at the 2020/21 budget and precept review Advisory Panel meeting on 3 rd December. To include template for future project reporting.	5 min 9.17pm
C167 – 15/10/2019 Correspondence, Complaints & Issues To review, on Planner, items of significant correspondence, complaints and issues received since the last meeting that should be brought to the Council's attention for information and possible future action. To include: ➤ a letter from a resident regarding road traffic accidents on Dunkerton Hill; ➤ Response to B&NES Council regarding Traffic Regulation Orders; ➤ Replacement bench seat at Wellow Lane/Mercedes roundabout; ➤ Tree Charter Day and associated updates.	10 min 9.27pm
C168 – 15/10/2019 Future Agenda Items & Cllr Questions Opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.	1 min 9.28pm
C169 – 15/10/2019 Review of New Actions To review that any actions generated from the meeting have been correctly captured on the Actions Register.	1 min 9.29pm
C170 – 15/10/2019 Date and Time of Next Meeting The next meeting of the Full Council is scheduled to be held on Tuesday 12 th November 2019 at 7pm at the Beacon Hall.	1 min 9.30pm